

BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM SUMMARY

Meeting Date: March 16, 17, 2005

Division: Monroe County

Bulk Item: Yes XX No

Department: Fixed Asset Surplus

Staff Contact Person: Divina D. Speer

AGENDA ITEM WORDING: Approval to advertise equipment for bid and approval to remove surplus equipment from inventory via disposal.

ITEM BACKGROUND: See attached schedule

PREVIOUS RELEVANT BOCC ACTION: N/A

CONTRACT/AGREEMENT CHANGES: N/A

STAFF RECOMMENDATIONS:

TOTAL COST: N/A

BUDGETED: Yes No

COST TO COUNTY: N/A

SOURCE OF FUNDS: N/A

REVENUE PRODUCING: Yes No **AMOUNT PER MONTH** **Year**

APPROVED BY: County Atty OMB/Purchasing Risk Management

DIVISION DIRECTOR APPROVAL:


(KEVIN MADOK, Assistant Finance Director)

DOCUMENTATION: Included Yes Not Required

DISPOSITION:

AGENDA ITEM #

Revised 2/05

Board of County Commisioner
March 16, 2005

SCHEDULE OF SURPLUS ITEMS		ITEM BACKGROUND	AMOUNT		BOCC ACTION
			Original	Estimated	
County ID #	Description		Value	Present Value	need approval to-
1 0902-563	Waste Pulping Pulper	beyond economical repair	\$27,735.00	\$500.00	advertise for bid
2 0902-572	Waste Pulping Pulper	beyond economical repair	\$27,735.00	\$500.00	advertise for bid
3 0903-1001	Computer	beyond economical repair	\$1,130.00	\$0.00	advertise for bid
4 0903-999	Computer	beyond economical repair	\$1,130.00	\$0.00	remove from inventory and dispose
5 0903-1000	Computer	beyond economical repair	\$1,130.00	\$0.00	remove from inventory and dispose
6 0202-265	Dukane Microfishe Reader	beyond economical repair	\$1,793.76	\$0.00	remove from inventory and dispose
7 0203-60	Eyecom Microfilm Reader	beyond economical repair	\$1,154.00	\$0.00	remove from inventory and dispose
8 0202-513	Computer	beyond economical repair	\$1,566.00	\$0.00	remove from inventory and dispose
9 0202-529	Computer	beyond economical repair	\$1,566.00	\$0.00	remove from inventory and dispose
10 0500-782	Valicator NCR	beyond economical repair	\$2,050.00	\$0.00	remove from inventory and dispose
11 0500-885	Computer	beyond economical repair	\$1,900.00	\$0.00	remove from inventory and dispose
12 0500-886	Computer	beyond economical repair	\$1,900.00	\$0.00	remove from inventory and dispose
13 0500-888	Computer	beyond economical repair	\$1,899.00	\$0.00	remove from inventory and dispose
14 0500-889	Computer	beyond economical repair	\$1,899.00	\$0.00	remove from inventory and dispose
15 0500-890	Computer	beyond economical repair	\$1,899.00	\$0.00	remove from inventory and dispose
16 0500-895	Computer	beyond economical repair	\$1,399.00	\$0.00	remove from inventory and dispose
17 0500-897	Computer	beyond economical repair	\$1,931.70	\$0.00	remove from inventory and dispose
18 0500-877	Microfilm Reader/Printer	beyond economical repair	\$4,575.00	\$0.00	remove from inventory and dispose
19 0500-684	Microfilm Reader/Printer	beyond economical repair	\$778.80	\$0.00	remove from inventory and dispose
20 0500-891	Computer	beyond economical repair	\$1,899.00	\$0.00	remove from inventory and dispose
21 0500-798	DVX Penril	beyond economical repair	\$3,300.00	\$0.00	remove from inventory and dispose
22 0801-104	Computer	beyond economical repair	\$1,130.00	\$0.00	remove from inventory and dispose
23 08007-3	Printer	beyond economical repair	\$1,426.99	\$0.00	remove from inventory and dispose
24 0903-977	Laptop Computer	beyond economical repair	\$2,561.00	\$0.00	remove from inventory and dispose
25 0920-475	Computer	beyond economical repair	\$1,802.00	\$0.00	remove from inventory and dispose
26 1001-580	Computer	beyond economical repair	\$1,058.00	\$0.00	remove from inventory and dispose
27 1001-568	Printer	beyond economical repair	\$2,799.99	\$0.00	remove from inventory and dispose
28 1002-396	Computer	beyond economical repair	\$2,158.00	\$0.00	remove from inventory and dispose
29 1002-401	Computer	beyond economical repair	\$1,975.00	\$0.00	remove from inventory and dispose
30 1002-404	Computer	beyond economical repair	\$1,975.00	\$0.00	remove from inventory and dispose
31 1002-406	Computer	beyond economical repair	\$1,975.00	\$0.00	remove from inventory and dispose
32 1002-416	Computer	beyond economical repair	\$1,975.00	\$0.00	remove from inventory and dispose
33 1002-419	Computer	beyond economical repair	\$1,975.00	\$0.00	remove from inventory and dispose
34 1007-007	Computer	beyond economical repair	\$2,708.00	\$0.00	remove from inventory and dispose
35 1401-608	Laptop Computer	beyond economical repair	\$2,608.76	\$0.00	remove from inventory and dispose
36 1415-088	Computer	beyond economical repair	\$2,489.00	\$0.00	remove from inventory and dispose
37 3000-181	Computer	beyond economical repair	\$840.00	\$0.00	remove from inventory and dispose
38 3200-070	Receipt Printer	beyond economical repair	\$1,200.00	\$0.00	remove from inventory and dispose
39 3200-081	Radio	beyond economical repair	\$925.96	\$0.00	remove from inventory and dispose
40 3200-66A	Flail Mower	beyond economical repair	\$1,760.00	\$0.00	remove from inventory and dispose
41 0920-463	JD Bunker & Field Rake	beyond economical repair	\$7,150.00	\$0.00	remove from inventory and dispose
42 0920-495	Lawn Tractor Mower	beyond economical repair	\$999.99	\$0.00	remove from inventory and dispose

MONROE COUNTY INVENTORY DELETION REQUEST

RECEIVED FEB 07 2005

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: Gina Carmona
Detention Facilities

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0902-563	na	Waste Pulping Pulper	2/1/94	\$27,735.00/\$0500
0902-572	6759-25	Waste Pulping Pulper	2/1/94	\$27,735.00/\$0500

CHECK ONE (1) APPROPRIATE LINE BELOW:

- ☒ **APPROVAL TO ADVERTISE FOR BIDS.**
☐ **APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.**
☐ **APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO:** _____

REASON FOR REQUEST:

Beyond economical repair

APPROVED BY: ROBERT STONE
PRINT NAME ROBERT STONE

DATE: 2/3/05

DIVISION DIRECTOR APPROVAL: [Signature]
PRINT NAME DENT PIERCE

2/7/05

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

RECEIVED FEB 03 2005

TO: DIVINA SPEERS, PROPERTY CLERK

FROM: BETH LETO

FINANCE DEPT., STOP 8

PUBLIC WORKS, STOP 1

DATE: JANUARY 28, 2005

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0903-999	31YRT01	DELL COMPUTER	08/28/01	\$1,130.00 / 0
0903-1000	41YRT01	DELL COMPUTER	08/28/01	\$1,130.00 / 0
0903-1001	81YRT01	DELL COMPUTER	08/28/01	\$1,130.00 / 0

CHECK ONE (1) APPROPRIATE LINE BELOW.

X

APPROVAL TO ADVERTISE FOR BIDS. (0903-1001 ONLY)

X

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT. (0903-999 & 0903-1000)

APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

BROKEN AND BEYOND ECONOMICAL REPAIR

PREPARED BY: Beth Leto

DATE: 1/28/05

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: _____

DENT PIERCE

TECHNICAL SERVICES APPROVAL: _____

**MONROE COUNTY
INVENTORY DELETION REQUEST**

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: _____

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0202-265	1680957	Dukane Microfishe Reader	4/29/92	\$1,793.76/\$0
0203-60	11182	Eyecom Microfilm Reader	8/18/99	\$1,154.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXX **APPROVAL TO ADVERTISE FOR BIDS.**
 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
 APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST: _____

Broken – Beyond economical repair

PREPARED BY: Divina D. Speer
PRINT NAME Divina D. Speer

DATE: _____

DIVISION DIRECTOR APPROVAL: _____
PRINT NAME Danny L Keithage

RECEIVED FEB 17 2005

RECEIVED FEB 22 2005

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.
DATE: _____

FROM: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0202-513	GP72V	Computer	09/03/98	\$1,566.00/\$0
0202-529	GPBXP	Computer	09/03/98	\$1,566.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW.

 APPROVAL TO ADVERTISE FOR BIDS.
 XXXXX _____ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
 _____ APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:
Broken - Beyond economical repair

PREPARED BY: Divina D. Speer
PRINT NAME: Divina D. Speer

DATE: _____

DIVISION DIRECTOR APPROVAL:
PRINT NAME: Danny L. Kolhaas

TECHNICAL SERVICES APPROVAL:
PRINT NAME: JIM VAN TASSEL

[Handwritten signature]
 2/22/05

MONROE COUNTY INVENTORY DELETION REQUEST

RECEIVED FEB 08 2005

TO: DAVINA SPEER

FROM: DANISE D. HENRIQUEZ CFC

PROPERTY CLERK, FINANCE DEPT.

Monroe County Tax Collector

DATE: December. 17, 2004

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0500-782	0222274538	VALIDATOR NCR	09-10-93	\$2050.00/\$00
0500-830	8287003	MONITOR SYSTEM	12-08-94	\$901.50/ \$00
0500-885	US73411861	COMPUTOR HEWLETT PACKARD	11/26/97	\$1900.00/\$00
0500 886	US73411890	COMPUTOR HEWLETT PACKARD	11/26/97	\$1900.00/ \$00
0500-888	US84016230	COMPUTOR HEWLETT PACKARD	10-16-98	\$1899.00/ \$00
0500-889	US84016233	COMPUTOR HEWLETT PACKARD	10-16-98	\$1899.00/ \$00
0500-890	US84016213	COMPUTOR HEWLETT PACKARD	10-16-98	\$1899.00/ \$00
0500-895	P183015780	COMPUTOR PACKARD BELL	05-11-98	\$1399.00/ \$00
0500-897	1000006606	COMPUTOR INSYNC	04-28-98	\$1931.70/ \$00

CHECK APPROPRIATE LINE BELOW:

XXXX

APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO ACCEPT HIGHEST BIDS ON SURPLUS PROPERTY.

REASON FOR REQUEST:

OUTDATED AND TO COSTLY TO REPAIR.

PREPARED BY: DONALD L. GATES

DATE: December, 17, 2004

DIVISION DIRECTOR APPROVAL: DANISE D. HENRIQUEZ, CFC Monroe County Tax Collector

PRINT NAME: Danise D. Henriquez, CFC

TECHNICAL SERVICES APPROVAL

PRINT NAME JIM VAN TASSEL

OMB FORM REVISED 11/99

MONROE COUNTY INVENTORY DELETION REQUEST

RECEIVED FEB 08 2005

TO: DIVINA SPEER
PROPERTY CLERK FINANCE DEPT

FROM: TAX COLLECTORS OFFICE
1200 TRUMAN AVENUE

DATE: _____

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
0500-877	6742	MICRO FILM READER/PRINTER	09/30/96	\$4,575.00
0500-684	0300402	MICROFISHE READER/PRINTER	09/06/90	\$778.80
0500-891	US84016239	HEWLETT PACKARD COMPUTOR	10/16/98	\$1899.00
0500-798	ST0693043	DVX PENRIL MODEL 650	09/10/93	\$3300.00

CHECK APPROPRIATE LINE BELOW:

- ☐ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS
☐ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
☐ APPROVAL TO ACCEPT HIGHEST BIDS ON SURPLUS PROPERTY.

REASON FOR REQUEST:

PREPARED BY: _____

DATE: 12/17/04

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: _____

MONROE COUNTY

"COMPUTER RELATED EQUIPMENT"

INVENTORY DELETION REQUEST

TO: Divina Speer _____

FROM _____

PROPERTY CLERK, FINANCE DEPT.

MEGGAN MEGGS

DATE: 01/27/05

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
HANK TOOK COMPUTER WITH TAG 0801-104	61YRT01	COMPUTER	8/28/01	\$ 1130.00 ✓ \$ 433.17

CHECK ONE (1) APPROPRIATE LINE BELOW:

____ APPROVAL TO ADVERTISE FOR BIDS.

☒ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

____ APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

REPLACED - WORKING BADLY, NEEDED NEW ONE PER
TECH SERVICES

PREPARED BY: _____

DATE: 1/27/05

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: _____

SHEILA A. BARKER

TECHNICAL SERVICES APPROVAL: _____

PRINT NAME: _____

Jim Van Tass

**MONROE COUNTY
INVENTORY DELETION REQUEST**

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

FROM: _____

DATE: _____

RECEIVED FEB 17 2005

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
08007-3	USBC191203	HP Printer	9/30/93	\$1,426.99/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX APPROVAL TO ADVERTISE FOR BIDS.

 APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

 APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Broken – Beyond economical repair

PREPARED BY: Celeste Bruno
PRINT NAME

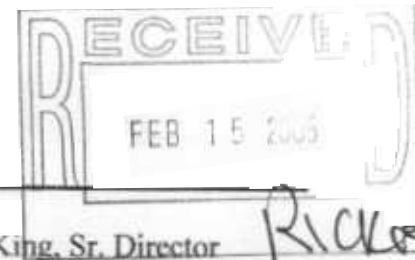
DATE: 2/16/05

DIVISION DIRECTOR APPROVAL:

PRINT NAME

CHARLES "SONNY" MCCOY, BOCC-3

RECEIVED FEB 22 2005
MONROE COUNTY
INVENTORY DELETION REQUEST



To: Divina Speer
Finance Department, Stop #8

From:
Thru: John King, Sr. Director
Lower Keys Operations

Date:

RECEIVED FEB 16 2005

Monroe County		Asset		Date	Original	Estimated
I.D. Number	Serial Number	Description	Purchased	Value	Present Value	
1	0903-977	3820 CELERON DELL LAPTOP	4/28/00	2,561.00	-0-	
2	0920-475	BC7KM DELL COMPUTER	9/23/97	1,802.00	-0-	
3						
4						
5						
6						

Check appropriate line:

☐ APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS

☒ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF SAME

☐ APPROVAL TO ACCEPT HIGHEST BIDS ON SURPLUS PROPERTY

REASON FOR REQUEST: BROKEN - BEYOND ECONOMICAL REPAIR

1	LAPTOP is old AND NOT up TO todays STANDARDS
2	BLACK CASE & computer Accidentally Thrown away
3	
4	
5	
6	

PREPARED BY: John King, Jr. DATE: 2-14-05

DIVISION DIRECTOR APPROVAL: [Signature] 2/15/05

TECHNICAL SERVICES APPROVAL: [Signature] 2/20/05
Print Name: JIM VAN TASSEL

*****THIS PORTION TO BE COMPLETED AFTER BOCC APPROVAL IS OBTAINED*****

ASSET DESTRUCTION CERTIFICATION

BOCC APPROVAL DATE: _____

I CERTIFY THE ABOVE LISTED MONROE COUNTY PROPERTY HAS BEEN DESTROYED
IN ACCORDANCE WITH BOCC APPROVAL

(SIGNED BY AND TITLE)

DATE

RECEIVED FEB 2 2 2005
RECEIVED FEB 1 4 2005

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: KELLY PAPA
GROWTH MANAGEMENT

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1001-580	21MGK01	Computer	05/02/01	\$1,058.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

XXXXX APPROVAL TO ADVERTISE FOR BIDS.

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

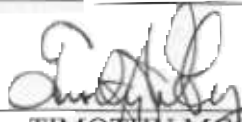
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Broken - Beyond economical repair

DIVISION DIRECTOR APPROVAL:

PRINT NAME:


TIMOTHY MCGARRY

TECHNICAL SERVICES APPROVAL:

PRINT NAME:


JIM VAN TASSEL

RECEIVED FEB 04 2005

RECEIVED FEB 08 2005

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: KELLY PAPA
GROWTH MANAGEMENT

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
1001-568	C4089A	Printer	2/24/00	\$2,799.99/\$0
1002-396	FJPWD	Computer	7/16/98	\$2,158.00/\$0
1002-401	URFKC	Computer	3/03/99	\$1,975.00/\$0
1002-404	URFKF	Computer	3/03/99	\$1,975.00/\$0
1002-406	UJDQE	Computer	3/03/99	\$1,975.00/\$0
1002-416	UNH6E	Computer	3/03/99	\$1,975.00/\$0
1002-419	UL0J6	Computer	3/03/99	\$1,975.00/\$0
1007-007	6X5X7	Computer	8/22/96	\$2,708.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

APPROVAL TO ADVERTISE FOR BIDS.

XXXXX **APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.**

APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Broken – Beyond economical repair

DIVISION DIRECTOR APPROVAL:

PRINT NAME: TIMOTHY MCGARRY

TECHNICAL SERVICES APPROVAL:

PRINT NAME: JIM VAN TASSEL

RECEIVED FEB 0 8 2005

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

RECEIVED FEB 0 3 2005

TO: Divina Speer _____

FROM MONROE COUNTY EMERGENCY
MANAGEMENT _____

PROPERTY CLERK, FINANCE DEPT. _____

DATE: 1/18/05

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
401-608	0561583603	HOWARD LAPTOP MODEL M3N	8/25/03	2608.76 0

CHECK ONE (1) APPROPRIATE LINE BELOW: APPROVAL TO ADVERTISE FOR BIDS. ✓ APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT. APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____REASON FOR REQUEST:

THIS COMPUTER (LAPTOP) IS NON-FUNCTIONAL AND, PER TECHNICAL SER-
VICES (GARY MANFRE 12/28/04), UNSALVAGEABLE AND SHOULD BE "TRASHED."

PREPARED BY: DI SpeerDATE: 1/10/05

DIVISION DIRECTOR APPROVAL: _____

PRINT NAME: THOMAS R. PANDS

TECHNICAL SERVICES APPROVAL: _____

PRINT NAME: Jane Van Tassle

RECEIVED
 OMB FORM REVISED 10/28/2003

1.31.05

RECEIVED FEB 04 2005
RECEIVED FEB 08 2005

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: Divina Speer

FROM: Wally Romero

Property Clerk, Finance Dept.

Assistant Fire Marshal, Fire Rescue

DATE: February 3, 2005

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
1415-088	80ZGV	Dell Computer	01/28/97	Original: 2,489.00 Present: -0-

CHECK ONE (1) APPROPRIATE LINE BELOW:

 APPROVAL TO ADVERTISE FOR BIDS.

 X APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

 APPROVAL TO REMOVE FROM INVENTORY AND TRANSFER TO: _____

REASON FOR REQUEST:

Computer is outdated and obsolete.

PREPARED BY: Wally Romero DATE: February 3, 2005

DIVISION DIRECTOR APPROVAL: 

PRINT NAME: Clark O. Martin, Jr.

TECHNICAL SERVICES APPROVAL: 

PRINT NAME: Jim Van Tassle

MONROE COUNTY
"COMPUTER RELATED EQUIPMENT"
INVENTORY DELETION REQUEST

TO: DIVINA D. SPEER
PROPERTY CLERK FINANCE DEPT

FROM: Judy Layne

DATE: 1-27-05

M.C. I.D. NUMBER	SERIAL NUMBER	ASSET DESCRIPTION	DATE PURCHASED	ORIGINAL & EST. PRESENT VALUE
3000-181	9A023	Hell Computer	4-12-00	\$840 ⁰⁰ - \$0.00

CHECK APPROPRIATE LINE BELOW:



APPROVAL TO REMOVE FROM INVENTORY AND ADVERTISE FOR BIDS

APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.

APPROVAL TO ACCEPT HIGHEST BIDS ON SURPLUS PROPERTY.

REASON FOR REQUEST:

Computer obsolete + replaced with updated equipment.

PREPARED BY: [Signature]

DATE: 1-27-05

DIVISION DIRECTOR APPROVAL:

PRINT NAME:

[Signature]
DENT PIERCE

1/28/05

TECHNICAL SERVICES APPROVAL:

PRINT NAME:

[Signature]
TIM VAN TOSSEL

FEB 23 2005

MONROE COUNTY INVENTORY DELETION REQUEST

FEB 23 2005

TO: Divina D. Speer – Stop #8
Property Clerk, Finance Dept.

DATE: _____

FROM: Glen Wright
Card Sound Bridge

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
3200-070	1053	Receipt Printer	1/15/92	\$1,200.00/\$0
3200-081	428AUG2541	Radio	6/8/94	\$925.96/\$0
3200-66A	na	Flail Mower	4/27/94	\$1,760.00/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW:

_____**APPROVAL TO ADVERTISE FOR BIDS.**

XXXXX **APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.**

_____ **APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO:** _____

REASON FOR REQUEST:

Broken – Beyond economical repair

APPROVED BY: Joseph Medallion
PRINT NAME JOE MEDALLION

DATE: 2/22/05

DIVISION DIRECTOR APPROVAL:
PRINT NAME

DFNT PIERCE
 2/23/05

**MONROE COUNTY
INVENTORY DELETION REQUEST**

TO: Divina D. Speer - Stop #8
Property Clerk, Finance Dept.

FROM: _____
Park & Beaches

DATE: _____

M.C. I.D. Number	Serial Number	Asset Description	Date Purchased	Original & Est. Present Value
0920-463	M01200A926349	JD Bunker & Field Rake	12/2/96	\$7,150.00/\$0
0920-495	110298C012385	Lawn Tractor Mower	3/10/99	\$999.99/\$0

CHECK ONE (1) APPROPRIATE LINE BELOW.

XXXXX APPROVAL TO ADVERTISE FOR BIDS.
APPROVAL TO REMOVE FROM INVENTORY AND DISPOSE OF IT.
APPROVAL TO REMOVE FROM INVENTORY AND DONATE TO: _____

REASON FOR REQUEST:

Broken - Beyond economical repair

APPROVED BY: John D. King
PRINT NAME JOHN KING

DATE: 2-25-05

DIVISION DIRECTOR APPROVAL: Dent Pierce
PRINT NAME DENT PIERCE

received
DC 2/25/05

OMB FORM REVISED 10/28/2003

